

SENIOR LIBRARY ASSISTANT
813

DEPARTMENT: Williamsburg Regional Library/Bookmobile

DEFINITION OF WORK:

Under the supervision of the Bookmobile Director, the Senior Library Assistant (Bookmobile) provides mobile library services to the residents of Williamsburg, James City County, and York County by driving the bookmobile and overseeing its maintenance, providing reference and reader's advisory service, conducting story programs, and performing general circulation duties, including complex procedures involved with the computerized transactions of library materials to the public.

ESSENTIAL FUNCTIONS OF THE JOB:

Drives the bookmobile; performs routine maintenance on the bookmobile.

Assists in the selection of library materials for the bookmobile.

Assists in planning the bookmobile schedule.

Prepares and executes story times for different age groups; answers reference and reader's advisory questions.

Uses library automated system for transactions in the charging out and checking in of library materials, processing patron records, determining materials status, locating resources within the system, arranging for transfers of library materials, placing reserves, registering new patrons, and performing additional procedures as needed.

Verifies and sends overdue notices; resolves problem files; sends related correspondence as needed; processes lost/damaged library materials to technical services; and resolves patron records.

Runs computer reports.

Assists with the summer reading program and other outreach programs.

Weeds the bookmobile collection.

May participate in library-wide committees or projects.

Performs other duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Administers work typically driving the bookmobile, with frequent walking, bending, reaching, lifting up to 50 pounds, and other limited physical activities; operation of an oversized motor vehicle is required. Bookmobile, telxon, computer, and other office equipment as required. Regular contact is made with employees and the general public.

The job is performed throughout the Williamsburg, James City County, and York County areas.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to drive an oversized vehicle.

General knowledge of adult and children's literature.

Ability to learn and operate library automated system with high degree of efficiency.

Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.

Excellent written and verbal communication skills.

Must have desire to serve the public with friendliness, tact, and diplomacy.

Ability to follow through on numerous details and maintain records in a standard, orderly, systematic fashion, and work well under pressure.

Ability to analyze and to creatively solve problems related to the position.

Accuracy in clerical skills, including typing and filing.

Ability to work with enthusiasm and initiative.

MINIMUM QUALIFICATIONS:

Undergraduate degree or combination of higher education and/or two years library or bookstore experience to provide the necessary expertise. Computer experience in data entry and word processing preferred. Experience working with the public.

NECESSARY SPECIAL QUALIFICATIONS:

A police criminal history check is required.

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria to be verified annually.

Requires the ability to travel among various library sites.

srlibast.813.bkmbblas

Date: November 2001

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Senior Library Assistant (Bookmobile) Position Number 813

Department Williamsburg Regional Library Division Bookmobile

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☐ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Crafts for programs, finger plays, gross and fine motor skills for puppet(s), etc.

VI. Physical Demands:

1. **Strength**: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift				✓	✓			✓	
Push/Pull				✓	✓			✓	
Hold/Carry				✓	✓			✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing**: To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
- ☐ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other _____
- ☐ Not essential to job function

Stairways

- ☐ 1 flight
- ☐ 2 flights
- ☒ 3 or more flights
- ☐ Other _____
- ☐ Not essential to job function

Steps

- ☐ 1-2
- ☐ 2-3
- ☒ 3-4
- ☐ Other: _____
- ☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run**:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand		✓						✓	
Sit			✓						✓
Walk		✓						✓	
Run									

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☒ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
- ☒ Night vision
- ☒ Focus (distinctness or clarity)
- ☒ Color perception (discriminate between colors)
- ☒ Depth perception (determine distance relationship between objects)

VII. *Driving:* The ability to transfer or convey in a vehicle.

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			